

# **Integration & Employability Officer**

## Horizon Center Team

**Reports to:** *Horizon Team Leader*

**Project:** *Horizon Center*

**Employment type:** *Full Time (40 hours per week)*

**Contract length:** *3 months (with the potential of renewal)*

**Work location:** *Athens, Greece*

### **About Faros:**

Faros was established in 2014 to provide humanitarian care and support to unaccompanied children and refugee youth in Greece. Our services include child-protection, accommodation, education and integration services. Our team of 50 staff throughout our Drop-in Center, Shelter and Horizon Center work with our values of compassion, competency, trust, honesty, and person-centered care towards the vision of seeing every unaccompanied child and refugee youth live with dignity and hope and be equipped to make a positive change in society.

### **About Horizon Center:**

The Horizon Center provides an innovative education, employability & integration program for unaccompanied minors and refugee youth based in Athens, Greece (in partnership with the Massachusetts Institute of Technology D-Lab).

The purpose of the program is for the youth to become self-confident, resilient individuals, able to recognise their potential, possess great self-awareness, and have a desire to continually improve to achieve their goals and realise their place in the world.

### **Duties and Key Responsibilities:**

#### **Tasks relating to the Course Facilitation component:**

- To facilitate and deliver classes and workshops according to curricula content.

- To develop learning activities, assignments, and assessments for beneficiaries.
- To conduct regular evaluations and revisions of educational materials to ensure high standards of suitability and effectiveness.
- To organise and conduct focus group discussions and surveys in order to ensure the relevancy of the 'Integration & Employability' course for beneficiaries.
- To organise and coordinate field trips that promote the social integration of beneficiaries (such as visits to museums, cultural events, etc.).
- To communicate, motivate and engage beneficiaries to participate in the courses and programs provided at the Horizon Center.

### **Tasks relating to the Employability component:**

- To organise and coordinate events such as 'career days', career fairs and field trips to universities and a diverse range of businesses to broaden, raise and inform the career aspirations of beneficiaries.
- To support beneficiaries through occupational exploration and career decision-making process (career assessments, skills assessments, psychometric testing, etc.).
- To collaborate with the Horizon team to prepare beneficiaries for the 'Job Placement' service.
- To prepare and support beneficiaries through the hiring and legal processes prior to their job placement.
- To co-lead ongoing occupational group support meetings with beneficiaries.

### **Tasks relating to the Administration component:**

- To be responsible for administrative tasks relating to student registration, participation and graduation processes occur. This includes the recording and reporting of program activities.
- To support the monitoring and evaluation of the integration program outcomes and the beneficiaries' progress.
- To support the development of holistic action plans for each beneficiary.
- To liaise with the Integration Team and the Operations Coordinator to procure class/workshop materials.
- To collect photos and videos of classes/workshops and document events at the Horizon Center.

### **Other General Tasks:**

- To support the development and implementation of project activities to meet project deliverables based on vision, scope and timeline.
- To support the implementation of Faros' holistic approach (*Holistic Wheel & Faros Ways: Pedagogical, Psychosocial, Educational & Integrational*) at the Horizon Center.

### **Education / Experience needed:**

- Bachelor's Degree in Education or Human Resources Management and related working experience.
- Experience in planning, organising and delivering educational programs.
- Experience working with refugee youth or vulnerable populations (especially those with little formal education) is essential.
- Experience providing career and employment case management is preferred.
- Knowledge of Greek Labour Law as it relates to this type of service and role will be considered an asset.
- Experience working in cross-cultural teams.

### **Skills required:**

**The requirements below represent the required knowledge, skill, and/or ability.**

- Desire to see young people develop and reach their potential
- A passion for working with refugee youth
- Highly self-motivated and goal-oriented
- Proactive and enthusiastic
- Strong interpersonal and communication skills
- Ability to work independently and as a team member in a fast-paced, cross-cultural environment
- Class creation skills and advanced facilitation/presentation skills
- A willingness to learn new skills, reflect (individually and as part of a team) and try new approaches to meet the challenges faced by the youth of the program
- Exceptional digital literacy skills (you will be required to learn and use software such as Slack, Google Workspace, MIRO, Canva, Typeform, and project management software)

## **Language skills required:**

Fluency in Greek and English language is essential.

## **Working Hours:**

Monday to Friday, 10 am - 6 pm

## **Application:**

**Application Deadline:** September 16, 2022

If you are interested in applying for this role, please email your resume along with a motivation letter to [jobs@faros.org](mailto:jobs@faros.org). In the subject header, please write '**Integration & Employability Officer**'.

### **Please note:**

- Due to the immediate need to fill this position, the selection process may start before the application deadline for the submission of resumes.
- Only shortlisted candidates will be contacted.